

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 15 March 1991

UNIT AWARDS STANDING OPERATING PROCEDURES  
KANSAS ARMY NATIONAL GUARD

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THIS SOP PROVIDES GUIDANCE FOR THE SUBMISSION OF NOMINATIONS FOR  
STATE TROPHIES AND AWARDS WHICH ARE PRESENTED ANNUALLY

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SECTION I General

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This SOP is written to provide a single source document for state awards. For detailed information on national awards see NGR 672-1 dated 30 June 1987. This SOP supersedes KNGR 672-1 dtd 16 Jan 78, KNGR 672-1-1 dtd 15 Oct 74 and KNGR 672-1-2 dtd 15 June 74

## Section I - General

### 1. References.

a. National Guard Regulation 672-1, Trophies and Awards Program for Army National Guard.

b. 5A Pam 672-1, Unit Awards

2. Purpose. This SOP provides guidance on procedures for the submission of nominations for Kansas National Guard Unit Awards.

### 3. Policy.

a. Unless otherwise noted, the awards cited in this SOP will be presented annually. NGR 672-1 prescribes policy and procedures for nomination for the various national awards presented annually to outstanding ARNG individuals and units.

b. Competition for trophies and awards is open to all units that meet nomination criteria. Battalions may nominate several subordinate companies or batteries if they qualify. Detachments are considered part of their parent organizations for award purposes. The only exception to this are Headquarters & Headquarters Detachments. Seperate companies should be nominated by their next higher headquarters.

c. The award year will be 1 October through 30 September for state awards. Awards presented by NGB, 5th US Army, the National Guard Association of the United States (NGAUS) or the Association of the United States Army (AUSA) are outlined in NGR 672-1. A matrix outlining suspense dates for submission of nominations for both state and national awards is provided at Annex F.

d. State trophies won by a unit three consecutive times will become the permanent property of the unit. A miniature trophy will be given to the winning unit annually for its permanent possession. Trophies and miniatures will be appropriately engraved each year.

### 4. Nominations.

a. Commanders will submit nominations through command channels to AGKS-DPOT-T using the appropriate checklist provided in this SOP. You are encouraged to photocopy the checklist directly from this SOP for submission.

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b. Once received, each nomination will be validated. Data submitted on the unit checklists will be verified by the appropriate STARC directorate. Validated nominations will then be forwarded to an awards committee appointed by The Adjutant General.

c. The Awards Committee will consist of officers and NCOs from HQ STARC, 35th Infantry Division, 69th Brigade, 35th DivArty and Troop Command. It will be appointed annually and members will serve for a period of one year. This committee will review all nominations and will recommend respective awards to the Adjutant General. The Adjutant General will be the final authority for approval of state awards.

5. Presentations. Presentation of state trophies and awards will be made at the annual meeting of the National Guard Association of Kansas. Presentation will be made to the battalion commander or his designated representative and the company commander (if applicable) by The Adjutant General.

6. Changes to this SOP should be sent to the office of the Adjutant General of Kansas ATTN: AGKS-DPOT-T, PO Box C300, Topeka, KS 66601-0300.

FOR THE ADJUTANT GENERAL

OFFICIAL

JOHN W. MITCHELL Jr.  
COL, GS, KSARNG  
Chief of Staff

JAMES F. RUEGER  
Brigadier General, KSARNG  
The Adjutant General

DISTRIBUTION:

A

ANNEX A, The Funston Trophy to KS SOP 672-1 dated 15 March 1991

**ELIGIBLE UNITS:** All Rifle Companies

**SUSPENSE DATE:** 15 November

**INSTRUCTIONS:** Fill in the blank space with the appropriate data on your unit as it was from the period 1 October through 30 September of the past year.

**UNIT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COMMANDER:** \_\_\_\_\_

<b><u>ITEM</u></b>	<b><u>CRITERIA</u></b>	<b><u>UNIT PERFORMANCE</u></b>
1.	Unit must maintain an average of 90% of authorized strength throughout the trophy year.	_____
2.	Unit must maintain an average IDT attendance of 90% of assigned strength per SIDPERS reports (including constructive attendance)	_____
3.	Unit must achieve a SATISFACTORY rating on all major areas of the latest Command Readiness Inspection (include a copy of the latest inspection summary sheet)	_____
4.	Unit must achieve a SATISFACTORY rating on the latest Command Maintenance Inspection (COMET)	_____

ANNEX B, The Metcalf Trophy to KS SOP 672-1 dated 15 March 1991

**ELIGIBLE UNITS:** All HQ, Anti-Tank and Service level companies, batteries and detachments.

**SUSPENSE DATE:** 15 November

**INSTRUCTIONS:** Fill in the blank space with the appropriate data on your unit as it was from the period 1 October through 30 September of the past year.

**UNIT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COMMANDER:** \_\_\_\_\_

<u>ITEM</u>	<u>CRITERIA</u>	<u>UNIT PERFORMANCE</u>
1.	Unit must maintain an average of 90% of authorized strength throughout the trophy year.	_____
2.	Unit must maintain an average IDT attendance of 90% of assigned strength per SIDPERS reports (including constructive attendance)	_____
3.	Unit must achieve a SATISFACTORY rating on all major areas of the latest Command Readiness Inspection (include a copy of the latest inspection summary sheet)	_____
4.	Unit must achieve a SATISFACTORY rating on the latest Command Maintenance Inspection (COMET)	_____

ANNEX C, The McLean Trophy to KS SOP 672-1 dated 15 March 1991

**ELIGIBLE UNITS:** All Howitzer Batteries

**SUSPENSE DATE:** 15 November

**INSTRUCTIONS:** Fill in the blank space with the appropriate data on your unit as it was from the period 1 October through 30 September of the past year.

**UNIT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COMMANDER:** \_\_\_\_\_

<u>ITEM</u>	<u>CRITERIA</u>	<u>UNIT PERFORMANCE</u>
1.	Unit must maintain an average of 90% of authorized strength throughout the trophy year.	_____
2.	Unit must maintain an average IDT attendance of 90% of assigned strength per SIDPERS REPORTS (including constructive attendance)	_____
3.	Unit must achieve a SATISFACTORY rating on all major areas of the latest Command Readiness Inspection (include a copy of the latest inspection summary sheet)	_____
4.	Unit must achieve a SATISFACTORY rating on the latest Command Maintenance Inspection (COMET)	_____

ANNEX D, The Martin Trophy to KS SOP 672-1 dated 15 March 1991

**ELIGIBLE UNITS:** All Combat Support (CS) and Combat Service Support (CSS) Companies

**SUSPENSE DATE:** 15 November

**INSTRUCTIONS:** Fill in the blank space with the appropriate data on your unit as it was from the period 1 October through 30 September of the past year.

**UNIT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COMMANDER:** \_\_\_\_\_

<u>ITEM</u>	<u>CRITERIA</u>	<u>UNIT PERFORMANCE</u>
1.	Unit must maintain an average of 90% of authorized strength throughout the trophy year.	_____
2.	Unit must maintain an average IDT attendance of 90% of assigned strength per SIDPERS reports (including constructive attendance)	_____
3.	Unit must achieve a SATISFACTORY rating on all major areas of the latest Command Readiness Inspection (include a copy of the latest inspection summary sheet)	_____
4.	Unit must achieve a SATISFACTORY rating on the latest Command Maintenance Inspection (COMET)	_____

ANNEX E The Governor George Docking Trophy to KS SOP 672-1 dated 15 March 1991

**ELIGIBLE UNITS:** All KSARNG Units

**SUSPENSE DATE:** 15 November

**INSTRUCTIONS:** Fill in the blank space with the appropriate data on your unit as it was from the period 1 October through 30 September of the past year.

**UNIT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COMMANDER:** \_\_\_\_\_

<b><u>ITEM</u></b>	<b><u>CRITERIA</u></b>	<b><u>UNIT PERFORMANCE</u></b>
1.	Unit must maintain an average of 90% of authorized strength throughout the trophy year.	_____
2.	Unit must maintain an average IDT attendance of 90% of assigned strength (including constructive attendance)	_____
3.	Unit must achieve a SATISFACTORY rating on all major areas of the latest Command Readiness Inspection (include a copy of the latest inspection summary sheet)	_____
4.	Unit must achieve a SATISFACTORY rating on the latest Command Maintenance Inspection (COMET)	_____
5.	Indicate the percentage of assigned company grade officers and warrant officers who have completed resident Officer Basic Course (OBC) or Warrant Officer Military Occupational Specialty Course in the past year.	_____
6.	Indicate the percentage of assigned company grade officers who have completed resident or non-resident Officer Advanced Course.	_____
7.	Indicate the percentage of enlisted personnel who are duty MOS qualified.	_____
8.	Indicate the percentage of assigned personnel who have successfully passed the Army Physical Fitness Test (APFT) during the trophy year.	_____
9.	Indicate the percentage of assigned personnel who have qualified on their assigned weapon during the trophy year.	_____



**NATIONAL AWARDS**

<b><u>AWARD</u></b>	<b><u>DUE TO AGKS-DPOT-T</u></b>	<b><u>REFERENCE</u></b>	<b><u>SUBMITTED BY</u></b>
Superior Unit Award	15 November	NGR 672-1	BDE, BN
Eisenhower Trophy	15 November	NGR 672-1	BDE, BN
National Guard Award for Efficiency in Maint	15 November	NGR 672-1	DOM
NGAUS Trophy	15 November	NGR 672-1	BDE, BN
Pershing Trophy	15 November	NGR 672-1	BDE, BN
National Guard Trophy	15 November	NGR 672-1	BDE, BN
Itschner Award	15 October	NGR 672-1	En CO
Reckord Trophy	15 November	NGR 672-1	BN
Kerwin Award	N/A	NGR 672-1	NGB
Armor Leadership Award	15 February	NGR 672-1	BDE
Greenlief Award	Continuous	NGR 672-1	SAAO
Safety Award/ Award of Merit	1 October	NGR 672-1	SSO
Distinguished Safety Award (Aviation/Ground)	15 May	NGR 672-1	Co
Directors Award for Energy Conservation	15 November	NGR 672-1	FMO
Connelly Award	1 May	NGR 672-1	USPFO

STATE AWARDS

<u>AWARD</u>	<u>DUE TO</u> <u>AGKS-DPOT-T</u>	<u>REFERENCE</u>	<u>SUBMITTED</u> <u>BY</u>
Funston Trophy	15 November	KS SOP 672-1	IN Co
Metcalf Trophy	15 November	KS SOP 672-1	HQ CO
McLean Trophy	15 November	KS SOP 672-1	FA BTY
Martin Trophy	15 November	KS SOP 672-1	CS/CSS CO
Docking Trophy	15 November	KS SOP 672-1	BN